

# CAREER OPPORTUNITY



## SARATOGA COUNTY DEPARTMENT OF PERSONNEL

ISSUED 09/9/14

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF PERSONNEL ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR

### PLANNING/STORM WATER MANAGEMENT TECHNICIAN

#### EXAMINATION #69696

**PLANNING/STORM WATER MANAGEMENT TECHNICIAN-** Saratoga County. Currently there are two (2) vacancies one (1) in the Town of Halfmoon and one (1) in the Town of Clifton Park. The results of the exam will be used to fill vacancies as they occur in all agencies under the jurisdiction of the Saratoga County Personnel Department.

**SALARY: Varies with location.**

**LAST DAY TO FILE IS OCTOBER 29, 2014**

**DATE OF THE EXAMINATION IS DECEMBER 6, 2014**

**NOTICE: RELIGIOUS ACCOMMODATIONS-HANDICAPPED PERSONS:** If special arrangements for testing are required, indicate this on your application form.

**RESIDENTS:** Candidates must have been legal residents of New York State for at least FOUR months immediately preceding the date of the test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

**APPLICATION FEE:** An examination fee of **\$10.00 (Residents and Non-residents)** is required for each separately numbered examination for which you apply. The required fee must accompany your application. Check or money order only. Please **make checks payable to the Saratoga County Treasurer's Office, \$20 return check fee. This fee is non-refundable.** You are urged to compare your qualifications carefully with the requirements for admission stated in the "Minimum Qualifications" section of the examination announcement, and file for only those examinations for which you are clearly qualified.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. A copy of this document can be obtained from the Saratoga County Personnel office.**

**DISTINGUISHING FEATURES OF THE CLASS:** This is semi-technical work involving the assignments related to a planning department. The incumbent will be responsible for updating geographic information systems as well as complete preparation of planning and zoning studies in support of planning projects. A great deal of the incumbent's time will be spent in the preparation of charts, maps, and narrative reports. This position will also be in charge of the storm water management for the Town, which may include but are not limited to improving the performance of the Town-owned storm system. This may include mapping the storm sewer system and during this process, inspecting storm structures for illicit connections. Duties are performed under the direct supervision of the Director of Planning or a senior staff member with some leeway allowed in conducting professional research and public surveys. May act for and in place of Director of Planning. Performs related duties as required.

#### **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Urban Studies & Planning, Geology, Hydrogeology, Architecture, Civil Engineering, Forestry, Environmental Science or closely related field.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:** Candidate must possess a New York State Driver's License appropriate for the type of vehicle to be operated.

**THE WRITTEN TEST** will be designed to measure knowledge, skills and/or abilities in such areas as:

1. Computer-assisted mapping, including geographic information system (GIS) applications-These questions test for knowledge of the concepts, terminology, and proper procedures to use when creating and revising maps and site plans utilizing GIS and computerized mapping software.

2. Collection, analysis, and presentation of data-These questions test for knowledge of the proper procedures and methods used to gather, evaluate, organize, and utilize various types of technical data and information, and the fundamental concepts, terminology, and computations involved in statistical analysis.

3. Sociological, economic, design and environmental factors involved in physical planning and community development-These questions test for knowledge of the fundamental concepts, design issues, terminology and practices utilized in the land use planning field, including how to best benefit the social, economic and environmental welfare of a community using appropriate planning principles.

4. Understanding and interpreting written material-These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

5. Understanding and interpreting charts, graphs, maps and tabular material-These questions test for the ability to read and analyze visual and numerical information presented in maps, plans, and various types of graphic and tabular material, and to perform related basic computations. All the information needed to answer the questions will be provided in the maps, plans, charts, graphs, tables, or related written material.

6. Principles and practices of storm water management-These questions test for knowledge of the design of storm water management systems and may include such areas as storm water runoff calculations, drainage structure sizing criteria, storm water regulations, storm water management practices, performance criteria and storm water modeling practices.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**NOTICE TO CANDIDATES:** “UNLESS OTHERWISE NOTIFIED, CANDIDATES ARE PERMITTED TO USE QUIET, HAND-HELD, SOLAR OR BATTERY POWERED CALCULATORS. Devices with “Typewriter Keyboards,” ‘Spell Checkers,’ ‘Personal Digital Assistants,’ ‘Address Books,’ ‘Language Translators,’ ‘Dictionaries,’ or any similar devices are **prohibited**.

**ELIGIBLE LIST:** A candidate’s eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one year.

**SECTION 243-b** Provides that any member of the armed forces of the United States who had duly filed an application to compete in a scheduled competitive examination, but was deprived of the opportunity to compete in a scheduled competitive examination due to active military duty be provided with a special military makeup examination

**SECTION 85a OF THE CIVIL SERVICE LAW:** In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established

**VETERAN CREDITS:** For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

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| -World War II—December 7, 1941 to December 31, 1946         | -Grenada – October 23, 1983 – November 21, 1983   |
| -Korean War—June 27, 1950 to and including January 31, 1955 | -Panama – December 20, 1989 – January 31, 1990    |
| -Vietnam Conflict—February 28, 1961 until May 7, 1975       | -Persian Gulf – August 2, 1990 to the end of such |
| -Lebanon – June 1, 1983 – December 1, 1987                  | hostilities (not yet determined)                  |

For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal.

Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request **extra War Time Veterans Credits** on civil service examinations prior to discharge.

If you are currently on active duty, you may request the addition of veteran’s credits to your examinations score. You must request the extra credits on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. The extra credits can only be used for one NY local Government permanent appointment.

**SECTION 23.2:** This entire examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating of examinations, will apply.

**APPLICATIONS:** You may get application forms by writing, downloading from [www.saratogacountyny.gov](http://www.saratogacountyny.gov), phoning 518-885-2225 or by calling in person at the Saratoga County Personnel Department, 40 McMaster St., Ballston Spa, NY 12020. Time and place of the examination will be mailed to approved candidates one week before the date of the examination.

**SARATOGA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**